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ABSTRACT

During the calendar year 1968, Boston College provided jobs for 783 students under the Federal College Work-Study Program. The jobs ranged from simple clerical to complex community service and computer operation positions, and every attempt was made to place students in positions related to the individual's educational experience and career goals. Full-time students who are U.S. citizens or nationals, or are in this country for other than temporary purposes, are capable of maintaining good academic standing while employed, and are determined by the institution to be in need of aid from part-time earnings, are eligible to work under this program. When a student's eligibility has been established, he is given an authorization form certifying this fact and is sent to an on- or off-campus employer for an interview. When the student and an agency supervisor have reached agreement, the student is placed on the payroll. The agency supervisor then submits weekly timesheets stating the number of hours the student has worked, and the student is paid accordingly. (Author/HS)

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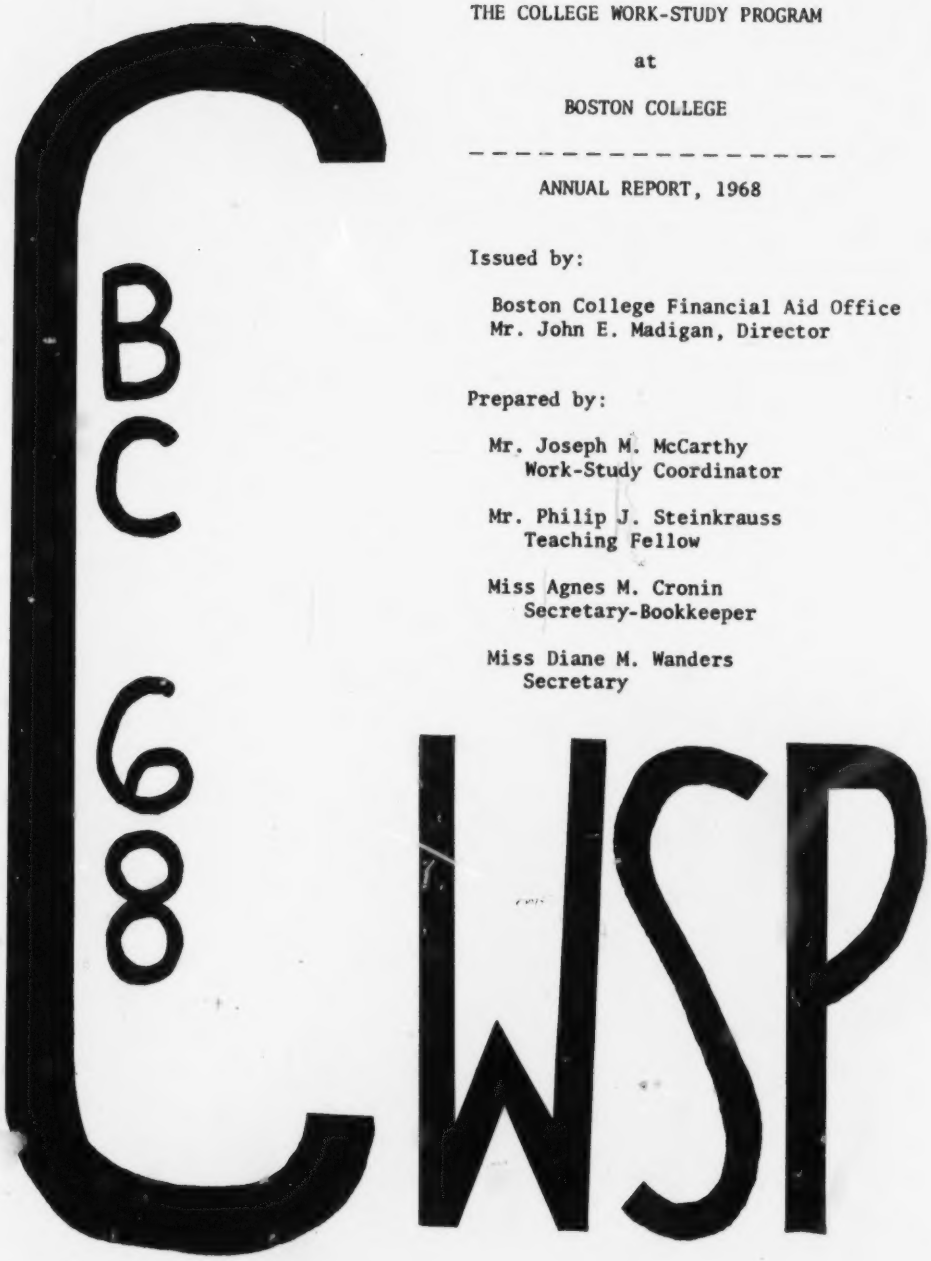

THE COLLEGE WORK-STUDY PROGRAM

at

BOSTON COLLEGE

ANNUAL REPORT, 1968

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INTRODUCTION

During the calendar year 1968, Boston College provided jobs for 783 students under the Federal College Work-Study Program. Their total gross earnings amounted to $621,798 of which $515,566 was provided by the Federal Government. The remainder was supplied by Boston College and other employing agencies. The jobs ranged from simple clerical to complex community service and computer operation positions, and every attempt was made to place students in positions related to the individual's educational experience and career goals.

The College Work-Study Program, created by the Economic Opportunity Act of 1964, amended and extended by Title IV, Part C, of the Higher Education Act of 1965, exists "to stimulate and promote the part-time employment of students, particularly students from low-income families, in institutions of higher education who are in need of the earnings from such employment to pursue courses of study at such institutions."[1] Under the program, needy students may be employed in public or private non-profit organizations with the Federal Government sustaining 80% of the cost of their employment.

The jobs thus filled by students must be developed without displacing workers already employed, and may not involve partisan political or sectarian religious activity. The laws also state off-campus jobs must be in the public interest, thus involving the employed student in the social and economic betterment of the community.

Full-time students who are United States citizens or nationals, or are in this country for other than temporary purposes, are capable of maintaining good academic standing while employed, and are determined by the institution to be in need of aid from part-time earnings, are eligible to work under this program. There is, of course, a marked preference given to students from low-income families.

Evaluation of student eligibility for this program is a constant function of the Financial Aid Office, although it reaches discernible peaks at the beginnings of the employment periods, September, January, and May. Determination of need is made on the basis of information supplied to the financial aid office by the family on confidential financial statements.

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[1] P.L. 89-329, Title IV, Sec. 441 [2], 79 Stat. 1249.

When a student's eligibility has been established, he is given an authorization form certifying this fact and is sent to an on- or off-campus employer for an interview. In the event that the interview is unsuccessful, he may choose or be sent to another agency. When the student and an agency supervisor have reached agreement, the student is placed on the payroll. The agency supervisor then submits weekly time-sheets stating the number of hours the student has worked, and the student is paid accordingly.

Earnings and pay rates vary in accord with the job difficulty and number of hours worked. Hourly rates range from a low of $1.40 to a high of $3.00, and average about $2.00.

I. OPERATIONS

A. Past Levels of Operation

Prior to the Spring of 1965, the Financial Aid Office operated a program of part-time student employment which offered on the Boston College campus approximately 125 library, maintenance, and clerical positions. As of the Summer of 1965, the introduction of the College Work-Study Program made it possible to develop both on- and off-campus jobs and gradually construct a highly articulated placement and payroll system for student employees.

During the first operating period of the College Work-Study Program, eight students were employed for one month and their total compensation barely approached a thousand dollars. In the next six-month period from July to December of 1965, the number of students employed quadrupled and the Federal share of their earned compensation increased twenty times. By June of 1966, 314 students were employed under the College Work-Study Program and were paid over $90,000.00 in Federal monies. The first fiscal operations report on Boston College's Work-Study Program shows that $110,500.00 of Federal funds was paid to 358 students during the first eighteen months activity.

A concentrated effort on bold program development increased the amounts of Federal monies available and made it possible to enlarge the number of contracts with off-campus agencies and to offer Work-Study positions to entering freshmen, graduate, and law students as well as registered undergraduates. The Work-Study Program thus became an effective means of giving financial aid to students who might not otherwise receive it, of increasing the total amount of aid available to extremely needy students, and of enabling students to reduce dependence on loans.

In the fiscal year July 1966 to June 1967, Boston College employed 739 students in Work-Study jobs. Of these, 379 were employed on campus, while 360 were placed in over seventy off-campus agencies. The Federal share of their compensation was $404,934. During the following fiscal year, 945 students were employed and the Federal share of their earnings was $565,000. The number of off-campus agencies increased to 134, and more and more students were being requested by on-campus departments. A report by the College Entrance Examination Board indicated that in 1967, Boston College's CWSP was second only to Northeastern's in Massachusetts, this estimate based on dollar allocation per full-time undergraduate student.[1] We expect

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[1]Graham R. Taylor and Robert J. Kates, New Horizons: Student Financial Aid in the Commonwealth of Massachusetts (Boston, 1967), 42-43.

that the operations report for the fiscal year 1968-69 will show approximately 1056 students employed and a total Federal expenditure of $638,562. It should be noted that figures for students employed are unduplicated figures for an entire fiscal year. The highest single weekly payroll was 570 students.

The growth of Boston College's CWSP is best illustrated by the following fiscal year graphs:

Fig. 1 - Total Earned Compensation

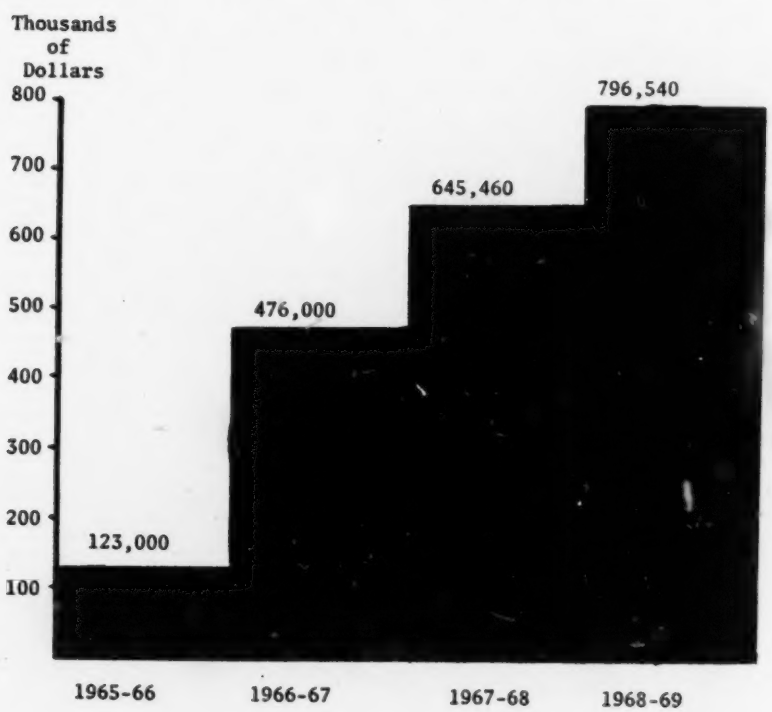


Fig. 2 - Federal Share

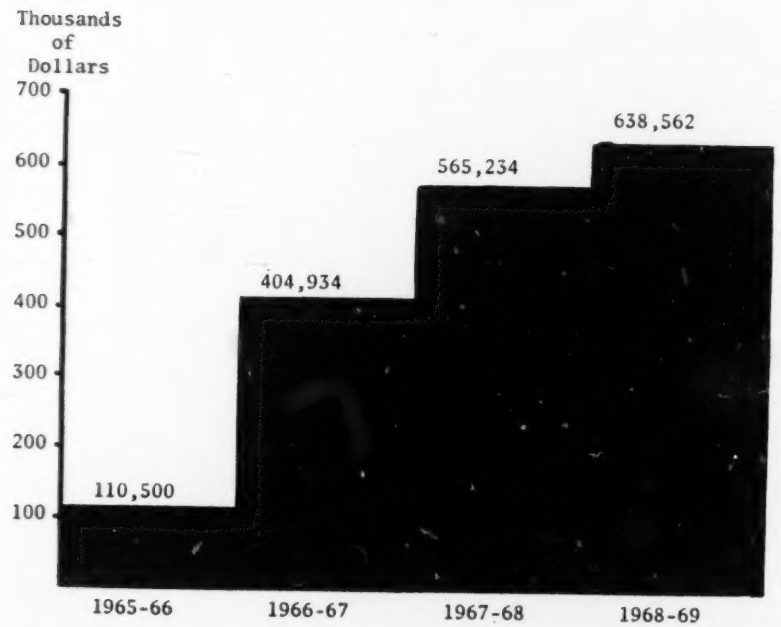
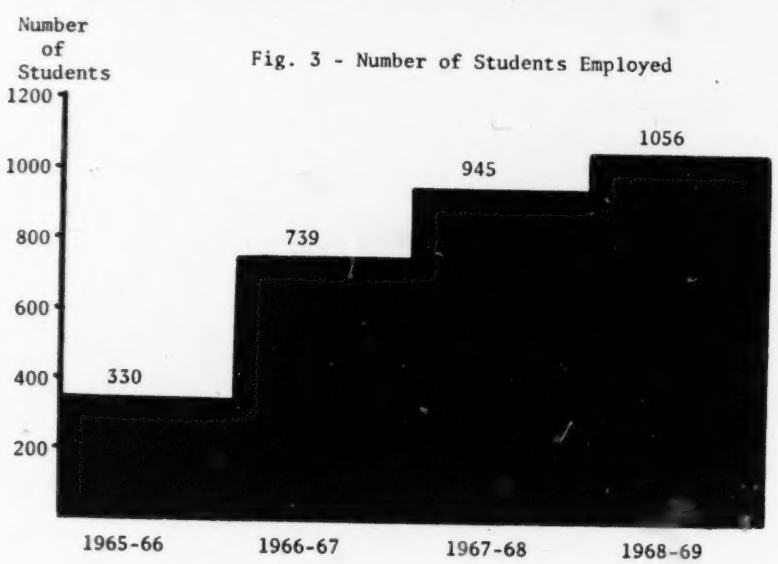


Fig. 3 - Number of Students Employed



B. 1968

The following report is based on the calendar year 1968. In reporting facts and figures, therefore, we are dealing with two fiscal years and several sections of the academic year. A calendar year report will include the remaining days in January of the preceding Fall Semester, the Spring Semester (Jan. - May), the Summer Vacation period (May - Sept.), and the following Fall Semester (Sept. - Dec.).

- In the Spring of 1968 there were 298 students employed under the CWSP with a little over 50% being employed in off-campus, Metropolitan Boston agencies. Total earned compensation in this season equaled $72,300 on-campus and $75,925 off-campus for a combined total of $148,225.

- In the Summer of 1968 there were 450 students employed under the CWSP with almost 70% being employed in off-campus agencies in several states, cities and towns across the nation. Total earned compensation in this seasonal program equaled $379,145, of which $113,744 was earned on-campus and $265,401 off-campus.

- In the Fall of 1968, there were 361 students employed under the CWSP with the majority (approx. 60%) being employed on-campus. On-campus total earned compensation equaled $57,028 and off-campus totals equaled $37,400 for a combined total of $94,428.

Total earned compensation for these periods equalled $621,798 of which $531,204 was Federal share. In addition to this total figure, another $163,428 was spent by the university in employing students not eligible to participate in the Work-Study Program. It should be noted that this figure is unusually high due to the fact that many students had to be switched to regular campus employment when Work-Study funds unexpectedly ran out in the Spring grant period. Thus,$74,427.55 was expended on regular employment between January first and June thirtieth, a period which included only six weeks during which students could be employed full-time. By contrast, $89,000.45 was spent on regular employment in the July first to December thirty-first period, in which there were fourteen weeks during which students could be employed full-time and during which the number of students employed increased. Had the Work-Study funds not run out in the Spring period, therefore, the expenditure for regular student employment for the year would have been about $120,000.

In all, almost $800,000 was expended in the employment of Boston College students. Boston College provided $203,707 of this amount. Almost 1500 students were aided by the Work-Study and regular student programs. Those employed under the Work-Study Program had an average earned income of $795, within a range of $300 to approximately $1500.

It is expected that the College Work-Study Program and the supplemental regular student employment program will employ over 1700 students in the next calendar year with a total earned compensation exceeding one million dollars.

[6]

II. PROGRAM INNOVATIONS, 1968

A. Payroll System

Prior to the Summer of 1967, the payroll system used for Work-Study and other student employment relied heavily on the manual calculations and posting of the already overworked Financial Aid Office secretarial staff. Mistakes were inevitable, delays frequent. Correcting the errors and soothing upset students placed an additional strain on the office. More valuable time and energy was wasted in collecting payroll data from the Payroll Office and the Treasurer's Office for detailed Federal operations reports. Finally, the Massachusetts Department of Labor was growing increasingly querulous over Boston College's failure to pay Work-Study students weekly, as stipulated by state law.

To remedy these difficulties, the Computer Center was called on for advice and help in programming a computerized payroll system. By August of 1967, the new system was ready. A master deck was prepared upon which the names, addresses, agencies, pay rates, and tax data of employed students were precoded. The Financial Aid Office staff had only to post each student's hours worked to these cards. When the deck was punched and run on the Fin-1010 tape program, the computer, after performing simple calculations, processed a list of students and their earnings. The Financial Aid Office and the Treasurer's Office then received copies of the list, and the latter made and issued payroll checks accordingly.

While it was an immense improvement over former methods, this system failed to supply the data on cumulative earnings which are vital for determining continuing student eligibility and for generating Federal reports. Too, the increased load, frequently amounting to more than six hundred checks, overstrained the bookkeeping machines processing the checks for Accounts Payable so that they frequently malfunctioned, thus causing delay and confusion. To have purchased an additional such machine to handle the overload of student employment checks would have cost the university about twelve thousand dollars.

The Computer Center and the Financial Aid Office thus cooperated to produce, in May of 1968, the system currently in use. This system performs all tax operations, makes deductions, prints the check, and provides both the Financial Aid Office and the Treasurer's Office with listings of earnings for each week as well as a year-to-date cumulative earnings record. Not only has the system made for more efficient

use of personnel, provided for tighter fiscal control, made accurate payroll information readily available, and aided in billing off-campus agencies, generating Federal reports, and composing of W-2 forms, it has even drawn compliments from students unused to receiving accurate weekly paychecks.

B. Job Development

While the College Work-Study Program places primary emphasis upon obtaining gainful employment for needy students, it is also concerned that the employment be career-oriented where possible. To provide enriching, career-oriented jobs for Boston College students, the Financial Aid Office has actively engaged in job development since the inception of the program. By the end of 1967, 156 off-campus agencies were offering jobs to Boston College students. These agencies included:

CONNECTICUT
- Community Progress Inc. of New Haven
- Connecticut Department of Mental Health
- Middlesex County YMCA
- New Haven Legal Assistance
- St. Raphael's Hospital, New Haven
- Yale Medical School

FLORIDA
- Economic Opportunity Legal Services, Miami

ILLINOIS
- Catholic Charities of Chicago

IOWA
- Blackhawk County Legal Aid Society

MAINE
- Augusta Community Action Program
- Norridgewock (Town of)
- Portland (City of)
- Portland YMCA
- St. John's Valley Action Council
- Waterville YMCA

MASSACHUSETTS

Aggasiz Village, Boston
Alliance of Cambridge Settlement Houses
American Jewish Committee, Northeast Region
Associated Jewish Community Centers, Boston
Austen Riggs Center Inc., Stockbridge
Beverly Hospital
Boston Administrative Services
Boston Building Department
Boston Center for Blind Children
Boston City Hospital
Boston Council, Boy Scouts of America
Boston Housing Authority
Boston Police Department
Boston Public Library
Boston Recreation Department
Boston Redevelopment Authority
Boston Welfare Department
Boston Youth Activities Commission
Boston YMCA
Brockton Recreation Commission
Brockton YM and YWHA Community Center
Brookline Recreation Commission
Burlington Public Works Department
Cambridge Guidance Center
Camp Fire Girls, Lynn
Camp Hammond, Plymouth
Cardinal Cushing Center for the Spanish-Speaking
Charlestown Boys and Girls Camps
Chelsea Memorial Hospital
Childrens' Friend and Family Services, Salem
Childrens' Museum, Jamaica Plain
Christ Child School, Lynn
Christ Child House, Cambridge
City Missionary Society, Boston
Cohasset Community Center
Commonwealth Service Corps
Cooper Community Center, Roxbury
Dalton Community Recreation Association
Denison House, Dorchester
Dorchester House
Dorchester YMCA
Elizabeth Peabody House, Somerville
Everett Recreation Department

Fall River CYO
Fall River Community Action Program
Federated Dorchester Neighborhood Houses
Fidelity House, Arlington
George Lerman Day Camp, Brookline
Greater Boston Association for Retarded Children
Guidance Camps, Boston
Hahneman Hospital, Brighton
Harvard Business School
Harvard-Radcliffe Teacher Aide Program
Harvard University
Haverhill YMCA
Hawthorne House, Roxbury
Hayden Goodwill School, Boston
Hebrew Community Center, Everett
Holyoke YMCA
Hunt Hospital, Danvers
Hyde Park YMCA
Jamaica Plain Neighborhood Action Center
Jewish Vocational Service, Boston
Kiddie Kamp Corporation
Lawrence School, Waltham
Legislative Intern Program, Boston
Lexington Department of Public Works
Little House, Dorchester
Lowell YMCA
Lynn (City of)
Lynn Girls' Clubs
Lynn YMCA
Lynnfield (City of)
Lynnfield Public Schools
Malden Recreation Department
Marblehead YMCA
Marlborough Community Center
Massachusetts Attorney General's Office
Massachusetts Dept. of Public Health, Adult Division
Massachusetts Dept. of Public Health, Alcoholism Division
Massachusetts Division of Employment Security
Massachusetts Halfway Houses, Boston
Massachusetts SPCC
Medical Foundation, Boston
Mental Health Associations of the North Shore
Mount Ida Day Camp, Newton

NASA, Cambridge
New Boston Athletic Association
New England Medical Center Hospitals, Boston
Newton (City of)
Newton Community Center
Newton Boys Club
Newton YMCA
North Bay Council, Boy Scouts of America
North Bennett Street Industrial School, Boston
North End Union, Boston
North Reading Rehabilitation Center
North Shore Jewish Community Center
Perkins School for the Blind, Watertown
Peter Bent Brigham Hospital
Plummer Home for Boys, Salem
Quincy (City of)
Quincy District Court
Randolph Board of Selectmen
Regis College
Revere Community Action Program
Saint Cyprian's Episcopal Church Day Camp, Boston
Saint Elizabeth's Hospital, Brighton
Saint Margaret's Hospital, Dorchester
Saugus YMCA
Shawmut Neighborhood Center, Boston
Social Work Careers Program, Boston
Somerville Catholic Charities Center
State College at Salem
Teenage Employment Skills Training, Cambridge
Tufts Library, Weymouth
United Community Services of Metropolitan Boston
United Community Services North Area Planning Division
United Community Services, Quincy
United States Attorney's Office, Boston
United States Geological Survey, Boston
United States Public Health Service Hospital, Jamaica Plain
Veterans' Administration Hospital, Bedford
Vocational Adjustment Center, South Boston
Waltham Boys' Club
Waltham (City of)
Waltham Public Schools
Watertown (Town of)
Wellesley (Town of)
Weymouth YMCA
Woburn Boys' Club
Woods Hole Oceanographic Institute

NEW HAMPSHIRE
Belknap-Merrimack Community Action Program
Littleton Community Action Program
Manchester Community Action Program

NEW JERSEY
Madison YMCA
Union County Anti-Poverty Council

NEW YORK
Glen Cove YMCA
Morris J. Berstein Institute
New York City Urban Corps

RHODE ISLAND
Woonsocket Education Department

During the year 1968, the Financial Aid Office signed contracts with an additional 47 agencies:

IOWA
Iowa (State of)

MASSACHUSETTS
Action for Boston Community Development
Action Inc., Gloucester
Boston Girls' Club
Boston Legal Assistance
Boston Mayor's Youth Opportunity Program
Boston State Hospital, Mattapan
Boston University School of Education
Boston YWCA
Cambridge Community Services
Cambridge YMCA
Cary Memorial Library, Lexington
Center for War-Peace Studies, Cambridge
Center House Foundation, Boston
Charles Playhouse, Boston
Chelsea Community Action Council
Citizens' Housing and Planning of Metropolitan Boston
East Boston Social Centers
Everett Social Centers
Everett Board of Aldermen
Falmouth (Town of)
Federal Credit Union, Boston
Framingham Town Counsel
General Services Administration, Boston

Lynn Child Guidance Center
Massachusetts Defenders Committee, Boston
Massachusetts Institute of Technology
Massachusetts Law Reform Institute
Minuteman Council, Boy Scouts of America
National Labor Relations Board, Boston
New England Community Development, Roxbury
New England Home for Little Wanderers, Boston
New Urban League of Greater Boston
Revitalization Corps, Chestnut Hill
Roxbury Federation of Neighborhood Centers
Sacred Heart Camp, Buzzard's Bay
Saint Vincent's Hospital, Worcester
South Boston Boys' Club
Southbridge YMCA
South Middlesex Opportunity Council, Framingham
Voluntary Defenders Committee, Boston
Waltham Housing Authority

NEW HAMPSHIRE
Nashua (City of)
Tri-County Community Action Program

NEW MEXICO
Albuquerque Legal Aid Society

RHODE ISLAND
Providence Public Defender
Warwick Public Defender

In addition to the above-mentioned agencies, we are able to place students in any Y.M.C.A. or Y.W.C.A. in the country by virtue of the very farsighted and helpful placement services of the Boston branches of these organizations. Since any students so placed can be simply billed to the Boston branch, this setup affords significant administrative advantage.

The policy of the Financial Aid Office regarding the off-campus agencies has always been to conclude a contract with any eligible agency requesting Boston College Work-Study students, even when it is only a question of placing a single student for a single semester.

While the number of off-campus agencies is potentially unlimited, the number of on-campus agencies into which students can be placed is not large. Most on-campus agencies were already using Work-Study help prior to the end of 1967, including:

Admissions Office
Alumni Association
Arts and Sciences Graduate School
Arts and Sciences Guidance
Arts and Sciences Honors Program
Arts and Sciences Registrar
Athletic Department
Audio-Visual Department
Bapst Library
Biology Department
Bookstore and Press
Business Administration Dean
Business Administration Guidance
Business Administration Library
Business Managers Office
Campus Council
Chemistry Department
Computer Center
Dean of Students
Development Office
Dorm Coffee House
Dorm Switchboard
Economics Department
Education Curriculum Library
Education Field Experience Program
Education Graduate Department
English Department
Evening College
Father Minister
Financial Aid Office
Fine Arts Department
Foreign Student Advisor
Geology and Geophysics Department
History Department
Humanities Series
Human Sciences Institute
Infirmary
Intramurals

Language Laboratory
Law School Civil Rights Project
Mail Room
Maintenance Department
Mathematics Department
Nursing Faculty Research Development
Nursing Library
Philosophy Department
Physical Education Program
Placement Office
Political Science Department
Psychology Department
Public Affairs Office
Public Relations Office
Religious Activities Director
Science Library
Slavic Department
Social Work School
Sociology Department
Special Arts Program
Speech Department
Student Affairs Office
Testing Office

Nonetheless, 16 new on-campus agencies began receiving Work-Study student employees during 1968:

Artist in Residence
Arts and Sciences Dean
Business Administration Graduate School
Business Administration Law Department
Education Registrar
Gold Key Society
Historical Society
Law School Library
Modern Languages Department
Presidents Office
Special Education Department
Summer Session Office
Teacher Corps
Theology Department
Treasurer's Office
University Planning Office

C. Visitation Program

Because dealing with so many agencies makes for a variety of human and administrative problems, a program of visitations to off-campus agencies was begun in September 1968. By the end of the year, fourteen agencies currently employing a total of fifty-five students had been visited. The dominant themes emerging from these interviews are the reliance of agencies on Work-Study students, and the inefficiency of our billing system.

All of the agency supervisors visited were quick to point out that they could not maintain anything like present levels of operation without Work-Study students. The Boston Public Library, for example, has an annex under construction. It could not cope with the resultant dislocation without massive Work-Study help. Half of the agencies visited were eager to obtain additional Work-Study students.

All of the agency supervisors had high praise for Boston College students in general. Only two reported ever having serious trouble with a Boston College student. Seven of them specifically mentioned that they preferred Boston College students over students from other area scho s. Clearly our students are performing an excellent community relations function.

The only area of substantial criticism was that of billing procedure. Six of the agency supervisors expressed serious reservations in this regard. One of them asserted that up to half of the bills received had to be returned for correction. Another cited a single bill which had to be returned four times. This points out one of the continuing weaknesses of the computer payroll system, i.e. that agency billing can only be done by a complex and tedious hand calculation from an 8080 listing. Of course, those agencies which are not internally complicated find the form of the bill extremely satisfactory, and nearly all of the agencies have praised all administrative aspects of the program except the billing.

In addition to providing information about off-campus agencies and how our program is functioning in them and providing the type of human contact that eases future relations with these agencies, these visitations serve a community relations function. Two agency directors, both capable and

knowledgeable men, have been referred to appropriate on-campus agencies as possible speakers. Similarly, the Program Coordinator has been asked to speak on financial aid to outside groups. Hopefully, this type of contact will expand.

D. Research

"There is no point in arguing the worth of research or the need for the same. Those who wish to secure more information about how their activities are conducted or the effect of these efforts will want to do research. Those who are not serious, do not desire to have their decisions based on fact rather than inspiration alone, will not do research no matter how persuasive the arguments."[1]

Meaningful and worthwhile decisions regarding financial aid policies, programs, and practices must begin with the careful analysis of information and data. For these reasons, The Financial Aid Office at Boston College has undertaken a program of seeking advice and consultation and of research and evaluation methods. So far this program has investigated and applied the principles and format of electronic data processing to the various financial aid programs coordinated by the Financial Aid Office, and in particular to the College Work-Study Program.

In November 1968, questionnaires were sent to forty-three 1968 graduates of Boston College who had participated in the College Work-Study Program. These questionnaires solicited information from the students regarding the effect of their Work-Study experience on their education and career choice.

Some sixteen of the questionnaires have been returned and tallied. Although the sample is quite small and skewed, the results to date are interesting.

Ten of the jobs reported on were technically or research-oriented, three were manual. Twelve could be classed as requiring a high degree of skill, while two were clerical and two unskilled. Nine of the jobs were off-campus, seven were on-campus. The students held their jobs for an average of fourteen months each (the complete range being three months to three years.), and eight students chose their job while eight were appointed to it.

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[1]Rexford Moon, College Student Personnel Work in the Years Ahead (N.Y., 1966), 64.

In regard to training, experience, feelings toward their work experiences, and the value of these experiences, the students report that in nine cases formal on-the-job training was provided. Thirteen of the respondents found the training both necessary and valuable. In all cases, supervision was required. Again, thirteen of those questioned felt they could use this experience and training later on.

Twelve of those responding defined their jobs as highly enjoyable and interesting. Three mentioned the monetary value of the job. Eight students felt the jobs helped in their studies, and twelve reported that it aided in both budgeting of time and money.

All of the students, with the exception of one, used this job experience as a reference or a recommendation. Two listed it on their resume. Thirteen of these felt it was an asset in applying for future jobs. Significant to the Financial Aid Staff was the fact that ten of the respondents reported that their College Work-Study job experience affected their choice of career and some (four) their future studies. In fact, three of these people now work full-time for the agency which employed them through the College Work-Study Program.

All students likewise, with the exception of one, felt their College Work-Study job provided them with useful knowledge and experience while providing a much needed financial boost to their education.

In eleven cases, the students reported that their College Work-Study experience helped them in their choice of job and career goals while five reported an actual change in their career objectives as a result of their College Work-Study experience.

Additional comments solicited by the questionnaire seem to indicate that the College Work-Study Program was a valuable asset to the students who participated in it, both in terms of providing needed financial assistance while in college, and by aiding in decisions concerning future career goals and giving the opportunity for valuable and useful knowledge gained by on-the-job experience.

E. Authorization System

Authorizing a student for a Work-Study job is a complex and time-consuming task. The student's financial statement and aid package must be reviewed to determine if he is eligible, according to Federal norms, to participate in the program. If he is found eligible, he must then be interviewed as to vocational preference, skills, availability, etc., and a job found for him. The job having been found, he must then be referred to the agency supervisor, coded for the payroll, asked to supply information for tax purposes. Working at top speed and without break, a Financial Aid Officer can get through this process about forty times in a day. Given a number of students who won't be eligible or will decide against taking a job, it takes at least one full month of man hours to authorize student employees for a given pay period.

The circumstances of Summer and Fall employment make this process inevitable. Yet most of the students on the Spring payroll are continuing from the Fall period. Therefore, it seemed feasible to eliminate the placement interview and simply do the financial computations and code the payroll. Since the student's presence was not required, this was done during the week of Christmas vacation. When the students returned to campus, they simply had to report to the Financial Aid Office and pick up their renewal authorization. Only those with particular problems had to be interviewed. This being the case, the reauthorization process for the Spring was substantially completed during the week of January sixth rather than continuing well into the month of February.

III. PROJECTIONS FOR 1969

A. Operations

In our application for Federal funds for the fiscal year 1969-70, we requested a Federal contribution of $1,040,000 which would make possible a total compensation of $1,300,000. A Regional Panel initially approved a Federal contribution of $850,000, or 81.7 percent of the amount requested. Upon a special, documented appeal by the Financial Aid Office, however, $80,000 of the original requested amount was restored. $930,000 or 89.4% of the original request has actually been approved. This would make possible a total compensation figure of $1,162,500. $567,153 of this Federal contribution would be utilized in the period July 1 -- Dec. 31, 1969. Added to the $209,946 already received for the January 1 -- June 30 period, this makes a total of $777,099 in Federal funds available during calendar 1969, or $971,373 in total gross wages.

While the Regional Panel approved a compensation level of 89.4% of the requested level, past experience indicates that the actual sum awarded might be only 60% of the requested level, or $624,000. In that case, the total gross wages would be $780,000, still a substantial increase over the year just ended.

B. Procedural Changes

At present, the College Work-Study Program at Boston College is undergoing a searching self study. A detailed manual of administrative procedures became available from the United States Office of Education for the first time in 1968. All procedures and forms used by Boston College in implementing its Work-Study Program are thus being reviewed to ensure that they conform to Federal Regulations. A detailed set of recommendations will be forthcoming in the Spring. One change has already been put into effect: the form of the contract between Boston College and off-campus employers has been updated to include recent changes in Federal law and sent to all off-campus agencies as of February. The returning contracts will serve as a basis both for purging our agency list of defunct or uninterested organizations, and for a revised filing system.

In order to make the students more knowledgeable and aware of their responsibilities under the College Work-Study Program, it is planned to make available to all students at the time of authorization a simple sheet stating not only

the administrative details of the program which the student should know, but also clarifying salient portions of the Federal Regulations governing the College Work-Study Program. Among other things, this will make it clear to the student that he will be expected to save 80% of his summer earnings toward his academic year living expenses, and will give married and independent students who feel unable to do so a chance to state their case. This provision alone will save a great deal of confusion.

Another change has been made possible by the computerization of the payroll. The sheet used by agencies to report hours worked by students no longer need contain spaces for entering computations of Federal tax deductions. Thus it will be possible to redesign the sheets so that they may be used as a check-in and check-out record, much the same as a time clock. This will aid agencies in supervising their student employees and will be of especial value during changes in pay periods, vacation weeks, etc.

C. Research

Since the questionnaire regarding the effect of Work-Study experience on education and career choice seems to be overly significant, it has to undergo some modifications before being forwarded to each of the approximately 1200 Boston College graduates who have participated in the College Work-Study Program.

A study on living costs for independent students has already been launched. Because of the disparity in rental conditions, Brighton-Allston and Greater Boston are being treated as separate samples. This study should make possible a thorough revision of budget figures used in computing financial aid to students, especially those who are married.

During Spring, work will begin on two more research projects. The first will be a questionnaire survey of heads of departments and agencies employing our Work-Study students to gather information on supervision, on-the-job training, administrative problems, etc. In essence, it is intended to supplement the visitation program. The other project is a survey of students presently employed on Work-Study and will be aimed at discovering the student's perception of and attitude toward his job and toward the program in general.

Several areas of research are being examined in terms of what they could contribute to the more efficient operation of the Work-Study Program at Boston College. These are:

- a study of the effect of the College Work-Study Program on the retention of admitted students;
- studies on the College Work-Study Program as an integral part of the student aid packaging practices of the Financial Aid Office;
- a study of the effect of the College Work-Study Program as affecting academic performance, budgeting of time and money, and tuition-paying potential;
- a comparison of the College Work-Study Program as administered by Boston College with that in other metropolitan Boston universities;
- a study of equal opportunity employment policies and practices in the College Work-Study Program;
- a study of the possibilities of utilization of the program in connection with special recruitment efforts for minority-group students.

D. Placement

So successful was the new reauthorization system for the Spring period that it was decided to reexamine the Summer authorization process with a view to improving it. One procedure suggested itself as being valuable, not only as regards making the authorization process more efficient, but also as improving placement methods. This is to arrange for interested agency heads to come to the campus on a given day, most probably in March, to interview students for jobs. The students would thus have more of a chance to "shop around" for a job, the agency supervisors would have a greater chance to obtain students who are really suited to the positions they are hoping to fill, and the amount of time given to placement by the Financial Aid Office during the authorization period would be considerably lessened. Mr. George Donaldson, Director of Placement, has already been consulted for advice and ideas regarding the implementation of this project, and plans are now being made for the necessary facilities and publicity.

The possibility of expanding the dimensions of the placement process through pre-placement testing is being actively considered.

E. Brochure

Some portion of the descriptive material assembled for this Report would be of use to high school guidance counselors in explaining financial aid as well as for community relations purposes. Plans are already underway, therefore, to prepare an illustrated brochure on Boston College's student employment programs for circulation outside the university. This brochure will stress career-oriented job opportunities by means of actual job descriptions and experiences of Boston College students in Work-Study.

F. Computer Use

Future plans for the amelioration of the payroll system include efforts to coordinate this computer system into the other systems now used by the Financial Aid Office for establishing records and improving record maintenance. The most immediate goal is to split the totaling of earnings into two yearly cumulations so as to be able more easily to use this information for both fiscal year and calendar year reports. It is hoped that the present system can be further refined so as to indicate students who have reached their earnings eligibility limit and to average hours as demanded by Federal Regulations.

We also intend to investigate the feasibility of a computerized authorization system.

G. Pay Rate Revision

The present student employment rates of $1.40 per hour for undergraduates and $1.60 per hour for graduates are causing significant problems with regard to hiring and keeping able student help. Students can obtain much higher starting rates at SAGA or the Chestnut Hill shopping center, and many of the more able and enterprising ones do so. Recently, one of our students sent this note:

> Mr. McCarthy:
>
> Thank you very much for your advice of the other day. I've taken a cashier's job at the Chestnut Hill Stop & Shop for $2.07/hour to start.

Several of our on-campus agency heads, such as Miss Flynn, the Assistant Dean of Students, and Mr. Valentine, Director of Development, have several times pointed out that the present wage scale puts them in a most difficult bind vis-a-vis student employees. Indeed, the Computer Center would be denuded of its skilled student personnel were wage rates not adjusted there.

The Financial Aid Officers from local universities who constitute the Advisory Committee of the new Boston Urban Corps Work-Study Program took cognizance of the competitive situation in structuring pay rates for pay rates for the program They stipulated that Freshmen and Sophomores will receive $2.25 an hour, Juniors and Seniors $2.50 an hour, and graduate students $2.75 and up.

To remedy this situation and make Boston College somewhat competitive with off-campus employers, we have devised the following pay scale in which provision is made for the type of work as well as the skill and/or experience of the student.

PROPOSED REVISED PAY RATES

Class A: Student can study on the job.
e.g. Switchboard in dorms, supervison of reading rooms.
Single rate: $1.60

Class B: No previous training or experience needed, tasks are simple. e.g. Routine clerical, errands, mass mailing, shelving books, maintenance, intramurals, grading, equipment operation.

		merit/experience
F.	$1.60	
S.	$1.65	$1.75
J.	$1.70	$1.80
S.	$1.75	$1.85
G.	$1.75	$1.90

Class C: Skill and knowledge required.
e.g. Typing, keypunch, equipment maintenance, writing.

	merit/experience	
F.	$1.70	
S.	$1.75	$1.85
J.	$1.80	$1.90
S.	$1.85	$1.95
G.	$1.85	$2.00

Class D: Computer (programming or data coordination)
Research (responsible for part of experiment).

	merit/experience	
F:	$1.75	$2.00
S.	$2.00	$2.25
J.	$2.25	$2.50
S.	$2.50	$3.00
G.	$2.50	$3.00

A random sample of the present student payroll indicates that inroduction of this new scale will mean an increase of about 10.4% in the Boston College portion of student payrolls. The saving resulting from employment of more competent student employees and the saving of man-hours in the Treasurer's Office and the Financial Aid Office due to decreased turn-over would seem to make this quite worth while. It should also be noted that when the tuition increase goes into effect in September, Work-Study will be virtually the only means at our disposal to give increased aid to severely disadvantaged students. Since the number of hours per week cannot be increased, this will have to be done by means of higher pay rates. Last, but

hardly least, such a scale of wage rates is highly recommended in Federal guidelines for program administration.[1]

The proposal was communicated to the Fiscal Committee in January.

H. Employment Records

The Financial Aid Office is often approached by the Intelligence branches of the Armed Forces for recommendations for students who have worked in the College Work-Study Program. Such requests come not only in the course of routine government security checks, but also occasionally from private employers. Frequently the student in question worked in one or a variety of agencies off-campus and, while we are unable to supply a recommendation, it is inconvenient to make referals -- especially when there have been personnel turnovers in the agency or agencies in question. For this reason, the Financial Aid Office is in the process of designing a check-off type recommendation form to be submitted by the agencies for each student employed at the end of each authorization period. The check-off format has been chosen as more efficient than any other. As to specific criteria for evaluation, we have consulted the Financial Aid Office at Northeastern University and the Massachusetts Division of Employment Security. The new forms will be used for the first time at the end of the Spring pay period. The desirability of filing them with the Placement Office is also being explored. The above effort is, of course, being carefully scrutinized in the light of the "Proposed NASPA statement on Confidentiality of Student Records."

I. Job Development

It is expected that some of the agencies we have dealt with in the past are defunct or are no longer interested in employing under the Work-Study Program. The mailing of revised contracts should enable us to identify these. To replace them, job development will be an ongoing function of the office. In point of fact, seven new agencies were added during January 1969:

Boston University School of Law
Cape Cod & Islands Community Action Program

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[1] College Work-Study Program Manual, 1968, 5-Z, 504

Chelsea YM & YWHA Camps
Framingham Town Counsel
Milton (Town of)
Natick YWCA
Peabody City Clerk

Since our agency coverage is somewhat weak in Boston's hinterlands, we hope to concentrate on these areas.

We intend to participate actively in the development of the Boston Urban Corps, an umbrella agency which will not only coordinate placement and financial administration for CWS students in Boston City departments, but also hopes to conduct seminars in urban problems for student employees of the city. Our Program Coordinator has been asked to serve on the Advisory Committee of this project.

V. EFFECTS OF THE PROGRAM

A. Effect on the University

The effect of the College Work-Study Program on Boston College is most apparent from the fact that more than half of the university's student employment expenditure is Work-Study funds. In the calendar year 1968, Work-Study students on our campus earned $243,072, of which Boston College contributed $40,279, while students on regular university employment earned $163,428. While Boston College is committed by Federal regulations to maintain regular university employment at the level provided prior to entering the College Work-Study Program, it has in fact found it necessary to expand even that level of expenditure. The manpower needs of the university cannot be entirely satisfied, therefore, without reliance on the College Work-Study Program.

Certain on-campus agencies require more massive amounts of student help in order to function. These would include the various libraries (40 students), maintenance (30 students), computer center (22 students), and the intramural program (15 students). Sixty-two percent of the students supplied to these departments in calendar 1968 were on the College Work-Study Program. In addition, there are other programs, such as the Law School Civil Rights Project (30 students) and the girls' dormitories cleaning crew (15 students) which rely exclusively on the Work-Study help.

In addition to the above, there is one other way in which the College Work-Study Program is of benefit to the university, and that is in the provision of administrative expenses. Federal regulations state that five percent of the total Federal expenditure for off-campus employment may be retained by the university. In 1968 Boston College received $15,638.53 from this source.

B. Effects on the Community

The effects of the College Work-Study Program on the community are manifold. The most facile and perhaps least useful way to conceive of these effects is to note that hundreds of non-profit agencies are able to expand their operations by obtaining five Work-Study students for the price of one part-time student employee. Thus, the Boston Public Library is currently employing sixty-five College Work-Study students from more than a dozen colleges and universities and hopes to increase the number to one hundred late in the Spring.

It is not, however, in terms of numbers or manpower that the effect of the College Work-Study Program on the community is best seen, but in terms of the imagination, initiative, energy and zeal which the students bring to their jobs. Some examples are useful:

- When Work-Study students at the Little House in Dorchester set to work to clean up vacant lots for playgrounds, their initiative prompted Mayor White to make a policy of offering the use of city trucks to any group engaging in such activity.

- James Casey (A&S '69) working last summer in the Y.M.C.A.'s Correctional Assistance Program obtained pianos for the inmates at Deer Island and Norfolk, developed a music education program at Norfolk, set up radio and television interviews to publicize the Y.M.C.A. Program, obtained books for the various prison libraries and procured caps and gowns to enhance a graduation exercise at Deer Island.

The effect on the community is obvious also from the special focus of some of our projects:

- Our Law School has embarked on an original and exciting program in poverty law, in which our law students work with attorneys, social and community action groups and government agencies on problems dealing with housing, welfare, discrimination, and consumers' rights. Thus, Federal aid to needy students resulted in help for others in financial need.

- In the past two years, the Federal Credit Union has established fourteen credit unions for limited income groups. Work-Study students are used as special advisors to these groups.

The extent of Boston College's involvement with youth, minorities, and in the Inner-city is evident from the following actual and projected statistics:

	ACTUAL 1968		PROJECTED 1969		
	Summer	Fall	Spring	Summer	Fall
Youth Workers	153	57	145	190	90
Inner-city Workers	56	21	55	65	35
Minority Workers	48	31	47	55	50
	257	109	247	310	175
% of off-campus workers	76%	77%	75%	76%	75%

About half of the youth workers work with minority and/or inner-city youth.

Obviously, the College Work-Study Program can be a dynamic force in the recreation of American society to the extent that the students involved are creative and energetic and as long as their efforts are directed to significant projects.

C. Effect on Students

The effects of the CWSP on students are best estimated by students themselves. Students responding to our recent questionnaire stated that, in addition to providing them with funds, their CWS jobs gave them valuable knowledge and experience, as well as insight into job and career choices. The desperately needy student who, after working his way through school by doing computer work, secured a position with I.B.M. at a starting salary of $9,500 is a prime example of what the College Work-Study Program can do for students from low-income families.

It should also be mentioned that very often the work is quite interesting, and permits the student to "do his thing." John Scoboria (A&S '69), for example, is a "troubleshooter" on a Ford Foundation - Harvard Business School research project into the operation of American businesses abroad. He is called in when other researchers have hit upon a particularly thorny problem, and he finds the arrangement stimulating. Similarly, the students working at Middle Earth, the dorm coffee house, tend to look on their employment primarily as an interesting personal experience and only secondarily as a source of income.

D. The New Boston Athletic Association

Perhaps the best example of how the College Work-Study Program can operate to the simultaneous benefit of the university, the community and the student is the New Boston Athletic Association.

That the N.B.A.A. exists at all is due largely to the energy and creative imagination of its founder, Rodney M. Jackson (A&S, '68, now Grad. A&S). He willed the organization

into being in 1965 to achieve "education though athletics." From a scattering of associated baseball and basketball teams, the association grew to a city-wide league which disadvantaged youths of many ethnic and racial backgrounds were involved.

Himself a Work-Study employee of Boston College, Rodney was fully aware of the usefulness of the Work-Study program to an agency. He was able, by using Work-Study students from Boston College and other local schools, to obtain a summer staff of fifty counsellors and expand the N.B.A.A. to include a day camp, a day care center and other components. Without the use of Work-Study employees, the cost of this program, which is staggering in the present situation, would be an insurmountable obstacle.

In a case such as this the benefit to students, the community, and the university is apparent. As an indirect consequence of one student's participation in the Work-Study Program, jobs were developed for other students benefitting both those students and their universities. The benefit to the community is obvious.

In recognition of his role in the formation and operation of the N.B.A.A., Rodney Jackson received upon his graduation in June of 1968, The Reverend Edward H. Finnegan, S.J., Memorial Award, which is given annually to the Senior who has best exemplified our motto, "Ever to Excel."

CONCLUSION

The Federal Government authorized $146 million for the College Work-Study Program in the 1968-69 fiscal year. Legislation presently in effect would extend this to $285 million in the 1970-71 fiscal year. In February of 1969, Representative Ogden Reid (R-N.Y.) introduced in Congress a bill which would boost the 1970-71 fiscal year authorization to $689 million and would provide for the authorization level to reach $1.1 billion by the 1976-77 fiscal year.[1] The trend toward program expansion is evident. The CWSP is generally acknowledged by university officials and legislators alike to be a stunning success. It is no exaggeration to say that Boston College's program development has been a solid contribution to that success. Indeed, one of our inner-city programs was cited as an example of ideal program development in a recent series of Federal guidelines for program operation. As the CWSP continues its national expansion, we intend to spare no effort to insure that Boston College plays a dynamic and imaginative role in that expansion.

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[1]See H.R. 6535, "The Higher Education Bill of Rights."